

Dear Subgrantee

The Commission on Criminal and Juvenile Justice is now providing online financial reporting capabilities. Financial status reports filed after July 1, 2005, will need to be submitted via the Internet. The following is a step-by-step set of instructions to access the online system.

FINANCIAL STATUS REPORTS/PROGRAM INCOME REPORTS

1. On the Internet browser, enter www.justice.utah.gov. There are three ways to access the financial reporting login page: (1) from CCJJ's web page click on the button "Online Grant Management System" at the bottom of the box on the left side of the page; (2) click on "Utah Justice Grants" that will take you to the page of general grant information and click on "Online Grant Management System;" or (3) enter <https://gval.utah.gov/grants> on your web browser.
2. Sign in using the name and password provided by your grant manager.
3. Click on the grant for which you are filing a report.
4. At the top right portion of the summary page select **Edit** to add your financial officer. Select **Add Official** and fill in the information by assigning a login (use their first name initial and last name – i.e. for John Doe you would use jdoe) and a password unique to that individual. You can add or remove names as necessary. Make sure the **Role** selected is **Fin Officer** and **Save** the entry.
5. On the grant summary page, there is a button at the bottom entitled **Add Fin Status Report** (Task Forces will also see a button for **Program Income Reports**).
6. You are now at the page to enter your monthly/quarterly financial information. Make sure to change the year and month/quarter of reporting. Fill in the **Source of Funds** and **Expenditures** for the period.
7. After you have entered your financial data, AND before you sign the report, upload your Progress Report for that quarter. Prior to uploading, the progress reports need to be saved in either: Word or PDF formats.

On the detail page, you will see two buttons:

Upload

View Report

Select the Upload button and then select the Progress Report you previously saved. You can use the *Browse* feature to retrieve the report. Select Upload Report File. After the Progress Report has been attached, the quarterly financial is ready to be signed.

8. After completing the financial report and uploading the progress (and other) report, the Financial Officer will click the **Sign** button. The program will default back to the summary page and you will notice the status will indicate it has been **Entered**.

NOTE: At any time during the entry process, prior to signing, you can save your work and leave the financial status report. The summary page will indicate **Entering** in the summary box under status.

9. The Project Director then will login and click the **Sign** button in the next box marked *Director*. The program will default back to the main page and the Status will indicate it has been **Submitted**.
10. You have successfully submitted your monthly/quarterly financial status report. If at any time you need to change the information (prior to CCJJ signing), the Director and Financial Officer must **Unsign** before making changes to the report.
11. After the financial officer and director have signed the report, your CCJJ program manager will review the reports and sign. The Status will indicate the report has been **Approved**. Once this occurs, you no longer have rights to change the report.
12. After the grant manager has approved the report, the check will be processed. Once this occurs, the monthly/quarterly statement will indicate the status as **Paid**.
13. Close your Internet browser to exit the program.

FREQUENTLY ASKED QUESTIONS

Q: What if I am the project director and the financial officer?

A: You will sign in both boxes.

Q: What if I discover a mistake after I have signed as the financial officer?

A: You will need to click the "Unsign" button. You can then correct the statement. You must re-sign as the financial officer before the director can sign.

Q: What if the director discovers a mistake after the financial officer has signed?

A: The project director is able to "Unsign" the financial officer's name and fix the mistake, or contact the financial officer to "Unsign" and correct the report. The financial officer and director must re-sign in order for the report to be processed.

Q: What happens when the program will not allow me to sign?

A: It is likely the total amounts are incorrect. The total Source of Funds must equal the total Expenditures. If the amounts are different, you will see a red warning to fix the entries.

Q: I notice that I submitted the wrong year on my report and the financial officer and director have already signed. Can I fix the year?

A: Yes. But first, the director and financial officer must "Unsign" the report in order to fix the error. Once the error is fixed, click on the "Save" button. Again, the financial officer and director must re-sign in order for the report to be processed.

Q: Can I view the prior reports for my grant?

A: Yes, just click on the month/quarter button.

Q: Can I change information on a prior report that has been signed by the CCJJ Officer and Reviewer?

A: No. Once the CCJJ Officer and Reviewer have signed the report, you cannot make any changes. Please contact your grant manager.

Q: Can I change the name of the financial officer or director?

A: The director can change the financial officer, but CCJJ will need to change the director's name and login. To change the financial officer, you must be on the summary page. Click on the "Edit" button (top-right) and then click on "Add Official." Make sure to identify the appropriate role for the person. You can assign a login and password from this screen. If you want to delete a financial officer, select his/her name and then delete. Don't forget to save.